



## TOWN OF UPTON, MASSACHUSETTS

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### PERSONNEL BOARD

Meeting Minutes: December 10, 2019

Location: Upton Town Hall, G07 Conference Room, 1 Main Street, Upton, MA

Members Present: Marcia Kasilowski  
Michelle Rivers  
Maria Glynn  
Scott Van Raalten  
John Westerling

Guests Present: Mathew Bachtold, Library Director  
John Robertson Jr., Chairman Trustees of the Upton Town Library  
Sandra Hakala, Executive Assistant/HR Assistant  
Derek Brindisi, Town Manager

1. The meeting was called to order at 7:11 P.M.
2. MOTION #1: Motion made, seconded, and unanimously passed to approve the meeting Minutes of August 29, 2019, as written.
3. MOTION #2: Motion made, seconded, and unanimously passed to approve the meeting Minutes of October 9, 2019, as written.
4. Moved item 3 of the agenda to the next meeting scheduled on January 13, 2020 at 7 P.M.: Invited Guest
  - a. Sandy Stapczynski, President HRS Inc. – not in attendance  
Discuss Compensation Administration Plan and Guidelines
5. The Board reviewed the edited performance appraisal schedule (in order to be in sync with the new compensation plan) and the modified overtime procedures which would more closely align with represented employees) to the PP&PM.

#### PERSONNEL BOARD

Scott van Raalten, Chair  
Michelle Rivers, Vice-Chair  
Maria Glynn  
Marcia Kasilowski  
John Westerling

#### TOWN MANAGER

Derek S. Brindisi  
One Main Street • Suite 1  
Upton, MA 01568  
T: 508.529.6901  
F: 508.529.1010

#### 4.1-3 Performance Review Procedures

To ensure compliance with the performance review policy, the following procedures shall be followed:

- a. ~~No later than one month prior to the end of the calendar year, t~~The Department Head shall complete, or if appropriate, cause to be completed, an annual performance review for each employee.
- b. Completed performance reviews shall be forwarded to the Town Manager and shall be maintained as part of the employees' personnel record. Performance reviews shall be completed on the instrument designed for such purposes and shall be conducted in the manner prescribed.

#### 5.1-6 Overtime Procedures

The Town shall pay overtime for non-exempt employees in conformance with the Fair Labor Standards Act (FLSA). Employees, other than CBA personnel, shall be paid for overtime work at a rate equal to time and one-half (1½) their regular rate for work in excess of forty (40) hours per week. Department heads shall be responsible for the control and authorization of overtime.

Hours worked will not include any sick time, ~~vacation time~~, personal leave, or other leaves of absence whether paid or unpaid used during the week.

MOTION #3: Motion made, seconded, and unanimously passed to approve an update to the Performance Appraisal schedule and Overtime Procedures, as written.

6. John Robertson, Chair of the Library Trustees would like to have the Personnel Board consider their request to provide a merit increase for the following reasons:
  - 1) The Director has exhibited outstanding leadership skills during the past several years;
  - 2) The Director extended his responsibilities beyond the limits of his library obligations;
  - 3) The Director has been employed by the Town for 15 years and has been director for 14 years and is only about two thirds the way through the salary range;
  - 4) In recent years he has performed his regular duties as Librarian well above the proficient level;

- 5) The Director has had a stabilizing effect on the operation of the library, particularly involving the employees;
- 6) The Director has continually acted in a fiscally responsible manner when it comes to the town's budget and expenditure of allocated funds;
- 7) The Director has managed to change the direction of the library from the historical nature of library technology to a more modern approach in order to effectively utilize the small library space allotted to his department.

Mr. Robertson apprised the personnel board of the library director's contract as mandated by state law; his annual contract stipulates that his conditions of employment will conform to the Town's by-laws except when and if the Town votes changes during that fiscal year which become effective during the same fiscal year.

MOTION #4: Motion made, seconded, and unanimously passed to approve a in addition to the cost of living increase, for the Library Director a step increase. This position is currently at a step 8; the increase moves this position to a step 9.

7. MOTION #5: Motion made, seconded, and unanimously passed to approve the HR Director position, as written. This position is currently at a grade 7; the job description moves this position to a grade 9. The Personnel Board also made a recommendation to investigate a future part-time Executive Assistant in lieu of combining the HR Director with the Ex Assistant position. The PB believes the town must have a full time position that focuses solely on the numerous human resources functions/needs and then have a part time position that manages the administrative duties such as licensure, minutes, agendas etc. The PB recommend the TM investigate this model with the BOS.

8. Next meetings scheduled:

- Monday, January 13, 2020, 7 P.M.
- Monday, February 24, 2020, 7 P.M. Discuss Compensation Administration Plan and Guidelines

9. Meeting adjourned at 8:47 p.m.

Respectfully submitted,

Michelle Rivers